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17 JAN 1967

MEMORANDUM FOR: Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Preparation of an Agency 5 Year Automatic  
Data Processing Plan

1. Development of an Agency long-range ADP plan has become a necessity. The current and future ADP activities of the Agency represent not only a significant cost in dollars, manpower and skills, but also an essential capability in performance of the Agency mission. Both the importance and the complexity of these systems necessitate careful, detailed, comprehensive and long range planning for their efficient use and development. Such planning is not only essential to good management, but is specifically called for by recent Presidential orders, public law and policy directives.

2. The Agency's 5 Year ADP Plan must anticipate and define the ADP requirements which the Agency will face in the planning period from 1969 to 1973. It must formulate specific project plans for the development of ADP capabilities which will match and satisfy these requirements, and it must justify these explicitly. Simultaneously, it must achieve these objectives with the greatest possible economy and effectiveness.

3. The ADP activities of the Agency are growing rapidly. They are justified when they make a contribution to the Agency mission which could not otherwise be achieved, when they significantly enhance the quality of an intelligence product, or when they substantially reduce the cost of an established task. I want to assure the Director of Central Intelligence that such justification exists for each ADP application we undertake. I specifically wish to prevent the transfer of savings in one component, to an increase in expenditure for a centralized computer component, through a new computer application. A clearer and earlier understanding of the downstream data processing requirements of new collection systems must be provided to assure that processing capacity will be available when it is needed and to provide an appraisal of the full costs of such systems.

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4. The Agency 5 Year ADP Plan is intended to assure the comprehensive and detailed planning needed at the Office (and Project) level, the Directorate level, and the Agency level. The Plan will provide a dynamic working tool for analysis, review and development of all Agency ADP projects, systems and applications. Each portion of the Plan will have the approval of the cognizant Office Chief and Deputy Director, and the consolidated Agency Plan will have the approval of the DCI, as the basis for Agency planning of ADP development. The Plan will constitute a major rationale for requesting, reviewing and obtaining approval for specific ADP Projects, acquisitions and contracts. ADP expenditures or activity which is not substantiated in the plan, will not be authorized, except in rare emergencies. The plan will also provide a detailed justification and back up for ADP portions of the Planning, Programming and Budgeting function and the Program Memoranda. However, approval of the Plan or portions thereof will not, in itself, constitute approval for budgeting, acquisition nor contracting. Budget year plans will be coordinated with and processed through the regular budgeting mechanism.

5. Partial revisions to the Plan will be made whenever indicated by changed circumstances or intentions and regular revisions will be made annually. It is essential that the Plan be kept current and it is expected that the substance of all requests for ADP acquisitions and contracts will be covered in the Plan.

6. To accomplish these purposes, the Agency 5 Year ADP Plan will require careful and thorough analysis by each Directorate and every Office affected by ADP. Detailed guidelines and schedule for production of the Plan are covered in attachments.

L. K. White

L. K. White  
Executive Director-Comptroller

Attachments (4) as stated

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